

RMS

Chief, Management Staff

9 May 1958

Chief, Records Management Staff

Weekly Report for Week Ending 7 May 1958

1. Contributions

a. Tangible

(1) The Records Center received 158 cu. ft. of inactive records from seven offices. This was 22 cu. ft. less than the weekly average of 173 cu. ft. since 1 January. Disposition activity at the Center rose sharply to 902 cu. ft. compared with the average weekly disposal rate of 77 cu. ft. A major portion of the volume disposed of was DD/P material.

(2) Completed four new and revised forms.

b. Intangible


(1) Approved and transmitted to the Office of the DD/S its revised Records Control Schedule.

The records disposition audit revealed that the volume of records retired or destroyed during the year approximated that created, indicating an active and progressive records disposition program.

2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of the DD/S. (Completed. See 1b(1) above).

(2) GPN. Scheduling at  will be started next week.

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b. Installation of Filing Systems.

(1) Office of Personnel - Installation of Subject-Numeric files is 90% complete. Several "fringe" benefits in the form of improved reporting practices and records retirement procedures have resulted from this assignment.

- (2) OSI - Subject-Numeric Files - Screening of material in the Historical File isolated over two cubic feet of inactive records for retirement or destruction.
- (3) OSR Subject-Numeric Files - Installation started in Office of the Chief, Intelligence Information Staff.
- (4) Legislative Counsel - Survey is underway to develop a system for recording liaison contacts between Legislative Counsel, the DCI, and members of Congress.
- (5) Biographic Profile Files - Vertical pocket expansion file has proven satisfactory. Six more have been ordered.

c. Records Management Survey, Office of the DCI.

d. Shelf File Installations.

(1) Machine Records Division/Comptroller.

(2) Acquisitions Branch Library/OCR.

(3) Map Library Division/OCR. Requisition for shelving being processed by Office of Logistics.

e. Document Division/OCR Sorting Rack - Fast finding underway. Preliminary sketch made of the rack.

f. Vital Materials Program - Received a revised VM Schedule from the Budget Division and an amendment to the schedule for Fiscal Division/Comptroller. Microfilming of VM continues in OSI and was started in the Office of Personnel.

3. Assignments - Inactive

a. Security Office Shelf File.

b. Forms Management Survey - Printing Services Division.

c. Budget Office/Office of Communications, Files System Survey.

k. News 25X1A9a

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- a. Mr. [REDACTED] will be on sick leave 5-9 May for eye treatment. Mr. [REDACTED] is on a half-day sick leave schedule.

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- b. Mr. [REDACTED] is "on the mend" nicely. He is in good spirits and is sitting up occasionally. There is no indication when he can receive visitors or telephone calls.

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Mgt/S/I

fjm (9 May 1953)